



**ARRIVAL/DEPARTURE  
BRIEFING FOR THE  
66<sup>TH</sup> UNGA**

**SEPTEMBER 7, 2011**

**UNITED STATES MISSION TO THE UNITED NATIONS**



**UNITED STATES MISSION TO THE UNITED NATIONS  
ARRIVAL / DEPARTURE BRIEFING FOR THE 66<sup>th</sup> UNGA  
September 7<sup>th</sup>, 2011**

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**RESOURCES**

**U.S. MISSION**

**PHONE**

**FAX**

Mr. Thomas J. Buda --Port Courtesies (Arrivals) --Diplomatic Flights/Over Flights	212-415-4407 (Desk) 646-510-0010 (BB) Email: budat@state.gov	212-415-4162
Ms. Julia P. Hunter --Escort Screening (Departures)	212-415-4037 (Desk) 347-331-7267 (Cell) Email: hunterj@state.gov	212-415-4162
Mr. Jason T. Lang --Escort Screening (Departures) --Port Courtesies (Arrivals)	212-415-4453 (Desk) Email: langjt@state.gov	212-415-4162
After Hours Telephone	212-415-4444	

**U.S. DEPARTMENT OF STATE**

Mr. Rodney Bethea --Diplomatic Overflight and Landing Clearances	202-736-7158 (Desk) 202-549-7148 (BB) Email: betheard@state.gov	TBD
Ms. Jessie Johnson --Port Courtesies (Arrivals)	202-647-4074 (Desk) Email: portcourtesies@state.gov	
Mr. Joe De Palma Ms. Rukhsana Amiri --Escort Screening Courtesies (Departures)	202-736-4123 (Desk) 202-736-4311 (Desk)	202-647-0103
Department of State Operations Center (24/7)	202-647-1512	

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**BRIEFING SCHEDULE**

10:00 AM	Welcome and Overview of the Arrival and Departure Process and Requesting Expedited Port Courtesies (Airport Arrivals)
10:45 AM	Escort Screening Courtesies Program Transportation Security Administration (Airport Departures)
11:15 AM	Diplomatic Over Flight & Landing Clearances
11:35 AM	Motorcades and Parking (JFK and Newark Airports)
12:05 PM	Introduction of Other Agency Officers
12:10 PM	Questions and Answers
12:30 PM	Conclusion/Meet and Greet

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**Agents from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.**



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ARRIVAL / DEPARTURE BRIEFING FOR THE 66<sup>th</sup> UNGA  
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**IMPORTANT NOTE**

MISSIONS AND OBSERVERS SHOULD NOTE THAT ALL INFORMATION PERTAINING TO THE VISIT OF HIGH LEVEL DELEGATIONS TO THE UNITED NATIONS SHOULD BE SENT TO THE UNITED STATES MISSION TO THE UNITED NATIONS FOR DISSEMINATION TO PERTINENT HOST COUNTRY AUTHORITIES/AGENCIES.

IF INFORMATION IS TRANSMITTED DIRECTLY TO OTHER UNITED STATES AGENCIES, OR IF ARRANGEMENTS ARE MADE BY EMBASSIES OR MISSIONS DIRECTLY WITH THE DEPARTMENT OF STATE IN WASHINGTON, D.C., WITH NO COPY TO THE UNITED STATES MISSION, IT MAY BE DIFFICULT OR IMPOSSIBLE FOR THE UNITED STATES MISSION TO ASSIST INDIVIDUAL MISSIONS TO THE UNITED NATIONS SHOULD ANY PROBLEM ARISE DURING THE HIGH LEVEL VISIT.

# ***“Courtesies Of The Port”***

## **(Arrival Request)**

\* This is for **Arrivals** only, and is **not** to be used for departure requests

### ***“Definition”***

“Courtesies of the Port” refers to the procedure by which certain designated persons may be entitled to expedited inspection procedures on arrivals and have their personal effects enter the U.S. duty-free at their ***first port of entry***. The U.S. Department of State’s Office of the Chief of Protocol arranges with the Department of Homeland Security’s (DHS) Customs and Border Protection (CBP) for this Airport Courtesy.

### ***“Who is eligible?”***

Heads of State *	Members of Parliament
Heads of Government *	Governors and Mayors
Cabinet Officers*	Chiefs of Mission
Deputy Cabinet Officers*	High-Ranking Military Officers
Immediate Members of Royal Families	High-Ranking Officials as designated by the U.S. Department of State’s Chief of Protocol

\*Includes traveling parties who physically accompany the eligible member

# ***“Courtesies Of The Port”***

## **(Arrival Request)**

- Request forms are available on the U.S. Mission to the United Nations web-site at: **www.usun.state.gov** (see **U.S. Mission web-site attachment**)
- Request forms ***must*** be sent in by e-mail – ***Faxes cannot be processed, and diplomatic notes cannot be processed or serve as substitute for the required transmission by email.***
- Request forms ***must*** be e-mailed to: **usunairportarrivals@state.gov**
- Request forms must be submitted two (2) full business days prior to the dignitary’s arrival and three (3) full business days if the dignitary has an armed security detail or requires a U.S. armed security detail.
- Please ***do not*** send a duplicate request form to the U.S. State Department (Protocol). Multiple requests for the same dignitary only results in confusion, and delays the processing of your request.
- Request forms ***must*** be sent through U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies.
- Missions will be notified directly about protection requests by: U.S. Secret Service or U.S. Department of State Diplomatic Security Service.
- Missions must submit requests for security via a Diplomatic Note. The note may be attached to the Port Courtesy Request e-mail.
- Passenger Manifest section (Page 3, Item #10) must include the official and the accompanying entourage.
- The final page of the Port Courtesy form is **not** to be used as a request for Departure “Escort Screening” Courtesies.

**SAMPLE: Page1**

<b>U.S. DEPARTMENT OF STATE OFFICE OF THE CHIEF OF PROTOCOL EXPEDITED PORT CLEARANCE REQUEST FORM</b>			
The <b>Mission of</b> _____ <b>ENTER COUNTRY NAME HERE</b> _____ presents its compliments to the Department of State, Office of Protocol, and wishes to refer to the following visit request for:			
1. <b>Name</b> _____ <b>NAME OF OFFICIAL YOU ARE REQUESTING PORT COURTESIES FOR</b> _____			
(FIRST) (LAST)			
2. <b>Title:</b> <b>TITLE OF ABOVE INDIVIDUAL</b>			
3. <b>FIRST Port of Entry into the United States:</b> <b>ENTER FIRST AIRPORT OF ARRIVAL IN US (i.e., JFK, EWR)</b>			
a. <b>Commercial Air Carrier Name and Flight #:</b>  <b>AIRLINE AND FLIGHT NUMBER</b>		b. <b>Arrival date:</b>  <b>DATE OF ARRIVAL</b>	c. <b>Arrival time: (am or pm)</b>  <b>TIME OF ARRIVAL</b>
I. <b>For Special (Private)</b> (fill in II-VI)		II. <b>Type of Aircraft (Make/Model):</b> <b>IF TRAVELING ON PRIVATE AIRCRAFT – FILL IN SECTIONS II THROUGH VI</b>	
III. <b>Tail #:</b>	IV. <b>Call Sign:</b>	V. <b>Arrival date:</b>	VI. <b>Arrival time: (am or pm)</b>
4. <b>Continuing to Washington, D.C.: (Chiefs of State /Heads of Governments or Foreign Ministers-ONLY)</b>			
a. <b>Commercial Air Carrier or Private:</b>		b. <b>Arrival date:</b>	c. <b>Arrival time: (am or pm)</b>
<b>IF ITEM #4</b>			
5. <b>Over Flight and Landing Clearances Notification for State Aircraft:</b> <i>Please contact the U.S. Department of State Office of Political-Military International Security Operations (PM/ISO) for diplomatic clearance of State Aircraft. Advance notification of 72 hours is required. Tel. (202) 736-7158, Fax (202) 647-4055)</i>			
6. <b>Security and Protection:</b> <i>For Chiefs of State/Heads of Government: Will you request U.S. Government Security Protection from U.S. Secret Service? J   <input type="checkbox"/> YES   <input type="checkbox"/> NO   <b>MARK ACCORDINGLY</b></i> <i>For Foreign Ministers: Will you request U.S. Government Security Protection from State Department Diplomatic Security Service?   <input type="checkbox"/> YES   <input type="checkbox"/> NO   <b>MARK ACCORDINGLY</b></i>			
7. <b>Greeters:</b> <i>Per U.S. Government regulations, there is a maximum of two (2) greeters allowed in the Government inspection area for all arrivals.</i>			
a. <b>Name:</b> <b>ENTER GREETER NAME</b>		<b>Title:</b> <b>ENTER GREETER TITLE</b>	
b. <b>Name:</b> <b>ENTER GREETER NAME</b>		<b>Title:</b> <b>ENTER GREETER TITLE</b>	
8. <b>Embassy Travel/Document Coordinator:</b> (For passports, visas, I-94 Forms, Customs and Border Protection Declarations, and baggage stubs):			
a. <b>Name/Title:</b> <b>Enter Name/Title</b>		b. <b>Tel:</b> <b>ENTER Telephone Number</b>	c. <b>Fax:</b>

U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
EXPEDITED PORT CLEARANCE REQUEST FORM

9. **Armed Security:** *If armed security personnel accompany the dignitary, U.S. Secret Service or Diplomatic Security Service must be notified 72 hours in advance.*

PLEASE NOTE: THE AMBASSADOR OR THE CHARGE D'AFFAIRES IS REQUIRED TO SIGN BELOW TO CERTIFY THAT THE ACCOMPANYING SECURITY PERSONNEL ARE TRAINED AND PROFICIENT IN THE USE OF THE WEAPONS THAT THEY CARRY, THAT THEY ARE ABLE TO COMMUNICATE IN ENGLISH, THAT THEY WILL CARRY WEAPONS ONLY WHEN ACCOMPANYING THE DIGNITARY AND THEY WILL SECURELY STORE THEIR WEAPONS WHEN NOT ON DUTY.

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

AMBASSADOR/CHARGE D'AFFAIRES

Please indicate for each security officer: **IF TRAVELING WITH ARMED SECURITY FILL IN THIS SECTION**

<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>
<b>a. Name:</b>	<b>b. Rank:</b>	<b>c. Service:</b>	<b>d. Passport #:</b>	<b>e. Visa Type:</b>
<b>f. Weapon (Make):</b>	<b>g. Weapon (Model):</b>	<b>h. Weapon (Serial #):</b>	<b>i. Weapon (Caliber):</b>	<b>j. # of Rounds of Ammunition:</b>



***SAMPLE: Page 3***

U.S. DEPARTMENT OF STATE  
OFFICE OF THE CHIEF OF PROTOCOL  
EXPEDITED PORT CLEARANCE REQUEST FORM

**10. Passenger Manifest (REQUIRED FOR ALL REQUESTS):** *Please provide Name, Title, Date of Birth, Passport ID #, and Visa Type for each of the accompanying members of the delegation to include dignitary and spouse if accompanying. Please include the same information for the flight crew (private aircraft only).*

**ENTER INFORMATION FOR ALL TRAVELERS TO INCLUDE DIGNITARY LISTED ON PAGE #1, SECTION #1**

[illegible]

<b>UNITED STATES OFFICE OF PROTOCOL DEPARTMENT OF STATE</b>  <b>EXPEDITED PORT CLEARANCE REQUEST FORM</b>			
<b>11. DEPARTURE INFORMATION</b> (Chief of State/Head of Government or Cabinet Ranked member <b>ONLY</b> ): <i>Please provide departure information to help facilitate departure from commercial airports. (Note: A farewell committee is not permitted beyond the security screeners at commercial airports)</i> <b>IF APPLICABLE, FILL IN BELOW INFORMATION</b>			
1. <b>Name:</b> <div style="text-align: center; margin-top: 10px;">(FIRST) (LAST)</div>			
2. <b>Title:</b>			
3. <b>Departure Port from the United States:</b>			
a. <b>Commercial Air Carrier Name and Flight #:</b>		b. <b>Departure date:</b>	c. <b>Departure time: (am or pm)</b>
I. <b>For Special (Private) Flights:</b> (Fill in II-VI)	II. <b>Type of Aircraft (Make/Model):</b> <b>IF TRAVELING ON PRIVATE AIRCRAFT – FILL IN SECTIONS II THROUGH VI</b>		
III. <b>Tail #:</b>	IV. <b>Call Sign:</b>	V. <b>Departure date:</b>	VI. <b>Departure time: (am or pm)</b>

Attach and email this form to [USUNairportarrivals@state.gov](mailto:USUNairportarrivals@state.gov)

**NOTE:** The above information is for Department of State Protocol purposes only. The Transportation Security Administration of the Department of Homeland Security will accept requests for airport Departure Screening Courtesies "on-line" via computer e-mail only.

Please refer to our website at:

[www.usun.state.gov/about/host\\_aff/index.htm](http://www.usun.state.gov/about/host_aff/index.htm), for additional instructions and information. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at 212 415-4131 for assistance.

# “Escort Screening Courtesies”

## (Departure Request)

\* This is for Departures only, and is not to be used for arrival requests

### *“Definition”*

The “Escort Screening Courtesies” Program provides for an Escort Officer to be assigned by the U.S. Department of State to accompany an approved **cabinet-level** foreign official, spouse and children (under 12 years of age), traveling on the same itinerary, through the airport **departure** security process in an expedited fashion. This courtesy **DOES NOT** circumvent the requirement for the official or family member to undergo security screening prior to boarding an aircraft.

### *“Who is eligible?”*

Only Ministers of Cabinet Rank are eligible for “Escort Screening Courtesies” upon departure. The term “Minister” is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.

\*Please note that a country’s view of a particular official’s rank and entitlement to “Escort Screening Courtesies” on departure may differ from the view of the U.S. State Department. As the U.S. is providing “Escort Screening Courtesies” on departure as a **courtesy**, the U.S. State Department will determine whether a particular foreign official is entitled to “Escort Screening Courtesies” on departure.

# ***“Escort Screening Courtesies”***

## **(Departure Request)**

- Request forms are available on the U.S. Mission to the United Nations web-site at: **www.usun.state.gov** (see **U.S. Mission web-site attachment**)
- Request forms ***must*** be sent via e-mail – ***Faxes cannot be processed, and diplomatic notes cannot be processed or serve as substitute for the required transmission by email.***
- Request forms ***must*** be e-mailed three (3) full business days prior to the dignitary’s departure.
- Notifications ***must*** be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to:  
**airportescorts@state.gov**
- Please **do not** send a duplicate request form to the U.S. State Department TSA Liaison Office (Protocol). Multiple requests for the same dignitary results only in confusion, and delays the processing of your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them.
- Dignitaries departing on diplomatic (special) aircraft ***cannot*** be afforded “Escort Screening Courtesies” on departure.



# U.S. DEPARTMENT OF STATE

## REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO

[AIRPORTESCORTS@STATE.GOV](mailto:AIRPORTESCORTS@STATE.GOV). PLEASE DIRECT QUESTIONS TO US MISSION AT 212-415-4037.

<b>Date of Request:</b>	<b>DATE OF REQUEST</b> month/day/year (Example: January 30, 2004)	<b>Passport Nationality:</b>	ENTER PASSPORT NATIONALITY
		<b>Passport Number:</b>	ENTER PASSPORT NUMBER
<b>Full Name of Traveler:</b>	<b>NAME OF OFFICIAL</b>		
<b>Official Title:</b>	<b>TITLE OF OFFICIAL</b>		
<b>Date of Birth:</b>	<b>OFFICIAL'S DATE OF BIRTH</b> month/day/year (Example: January 30, 2004)	<b>Country of Birth:</b>	OFFICIAL'S COUNTRY OF BIRTH
		<b>City of Birth:</b>	OFFICIAL'S CITY OF BIRTH
<b>Point of Contact:*</b>	<b>ENTER NAME OF CONTACT</b>		
<b>Organization:</b>	<b>ENTER MISSION/EMBASSY</b>		
<b>Telephone &amp; Fax Numbers:</b>	<b>Phone:</b>	<b>Extension:</b>	<b>Fax:</b>
<b>After Hours Telephone Number(s):</b>	<b>PROVIDE AFTER HOURS PHONE NUMBER</b>		
<b>E-Mail Address for Confirmation:</b>	<b>ENTER EMAIL ADDRESS</b>		

### FLIGHT ITINERARY

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
<b>Airline and Flight No.</b> <b>ENTER AIRLINE AND FLIGHT NUMBER</b>	<b>Departure Airport</b> AIRPORT DEPARTING FROM (i.e., JFK)	month/day/year <b>MONTH/DAY/YEAR OF DEPARTURE</b>	Time <b>TIME OF DEPARTURE</b>
	<b>Arrival Airport</b> DESTINATION AIRPORT (i.e. PARIS, FRANCE)	month/day/year <b>MONTH/DAY/YEAR OF ARRIVAL AT DESTINATION</b>	Time <b>TIME OF ARRIVAL AT DESTINATION AIRPORT</b>
<b>Airline and Flight No.</b> <b>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</b>	<b>Departure Airport</b> Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

\* The name of the Mission's point of contact must appear on the form or the request will not be processed.

**Itinerary continues on next page:** ☐ Yes ☐ No



## U.S. DEPARTMENT OF STATE

### REQUEST FOR ESCORT SCREENING COURTESIES

<b>Full Name of Traveler:</b>	
<b>Official Title:</b>	
<b>Nationality:</b>	

#### FLIGHT ITINERARY CONTINUATION

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
<b>Airline and Flight No.</b> <small>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</small>	<b>Departure Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> <span>----</span> <span>----</span> </div>	Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm

# ***“Diplomatic Overflight and Landing Clearance”***

## ***Definition***

“Diplomatic Overflight and Landing Clearance” is a request to the U.S. Government to allow a foreign state aircraft, usually carrying a government official, to enter into or overfly U.S. airspace and/or land at a U.S. airport.

## ***“Who needs to file for a diplomatic aircraft clearance?”***

- All foreign government flights involving state aircraft carrying a government official must have a Diplomatic Clearance Number (DCN) issued by the U.S. Department of State **prior** to entering U.S. airspace. Failure to obtain a DCN in advance could result in the aircraft being diverted to another location pending confirmation of authorization to operate within U.S. airspace.
- The DCN authorizes an aircraft to transit, fly over and/or land in the United States and/or its territories, including civilian and military airports.
- These procedures do **not** apply to foreign dignitaries arriving on **commercial aircraft**, e.g., Continental, Delta or United Airlines.

## ***“How to file for clearance”***

- Please use the Diplomatic Clearance Application System (DCAS). This web-based tool, located on the internet, is the required method for making requests.
- For questions concerning DCAS contact Mr. Rodney Bethea at [betheard@state.gov](mailto:betheard@state.gov).

### ***“When to file for diplomatic aircraft clearance”***

- All clearance requests for “Diplomatic Overflight Clearance” must be submitted three (3) full business days (Monday – Friday, excluding U.S. Federal Holidays, e.g., Columbus Day in October, Veteran’s Day and Thanksgiving Day in November) **prior** to entering U.S. air space.
- All amended requests must also be submitted three (3) full business days (Monday – Friday) **prior** to entering U.S. air space.
- Exceptions to the three (3) business day rule:
  - Emergencies of an urgent medical or humanitarian nature, and disaster assistance
  - Short Notice Official Business (provide a brief description of the nature of the official business, to include the names of the key dignitaries and location of the meeting).

### ***Who should submit Diplomatic Aircraft Clearance requests? (Embassy or Permanent Mission)***

- Permanent Missions are encouraged to have their Washington, DC Embassies file all DCAS requests electronically.
- This is especially true during high-volume periods like the UNGA.
- After reviewing your request, the DCAS Administrator will electronically send an approval message back to the submitter via the DCAS system.
- Your Embassy can then inform you of the approval.
- Please avoid sending duplicate request forms to both the U.S. Mission and the U.S. State Department. Multiple requests for the same flight results in confusion and delays the processing of your request.

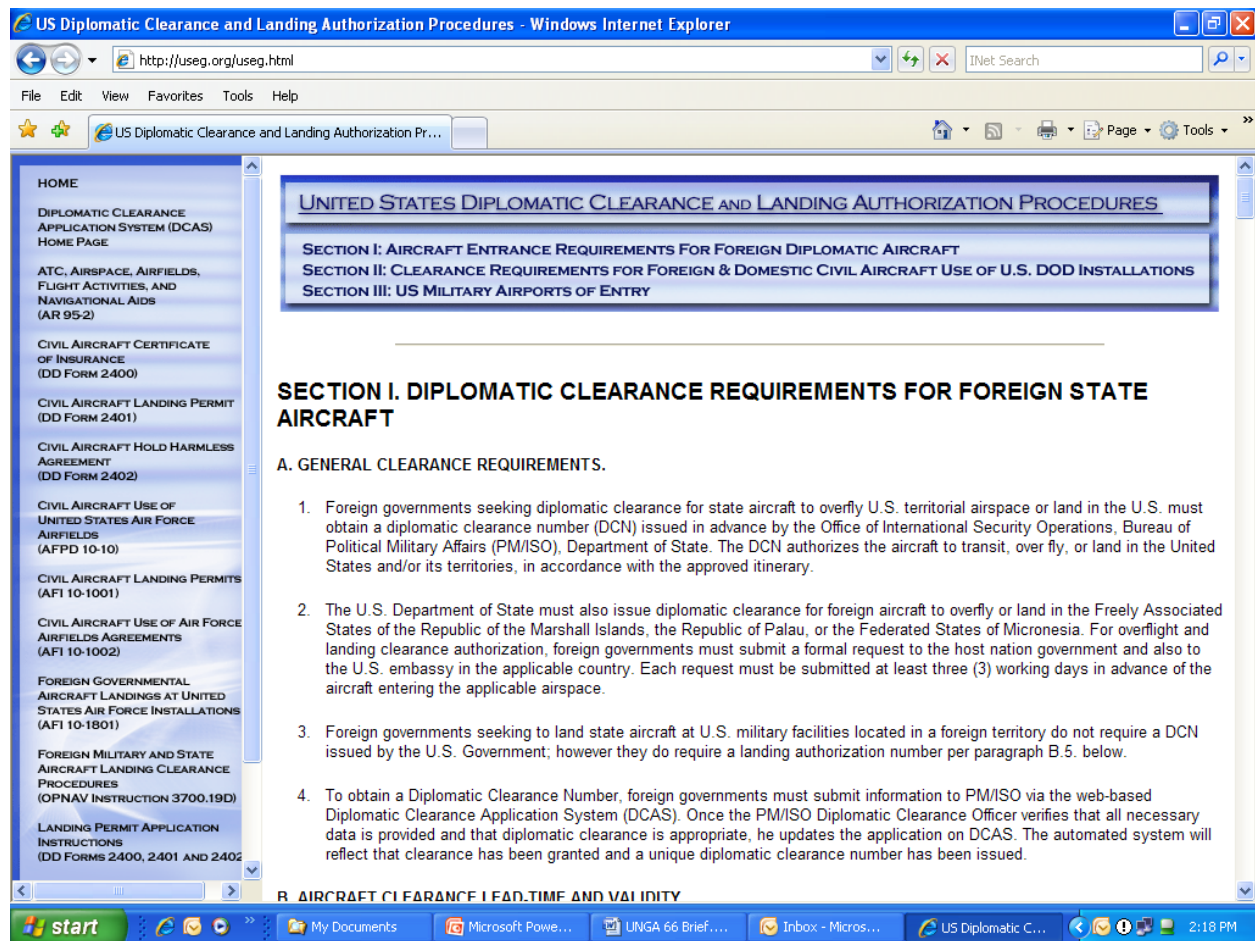
### ***“What are Port Authority of NY & NJ aircraft parking limitations?”***

- Kennedy, Newark, LaGuardia and Teterboro Airports all have a two (2) hour standing limit for diplomatically cleared flights during UNGA.
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location within this two (2) hour window.
- **This is strictly enforced by all four airport authorities.**



# *“Overflight and Landing Clearances”*

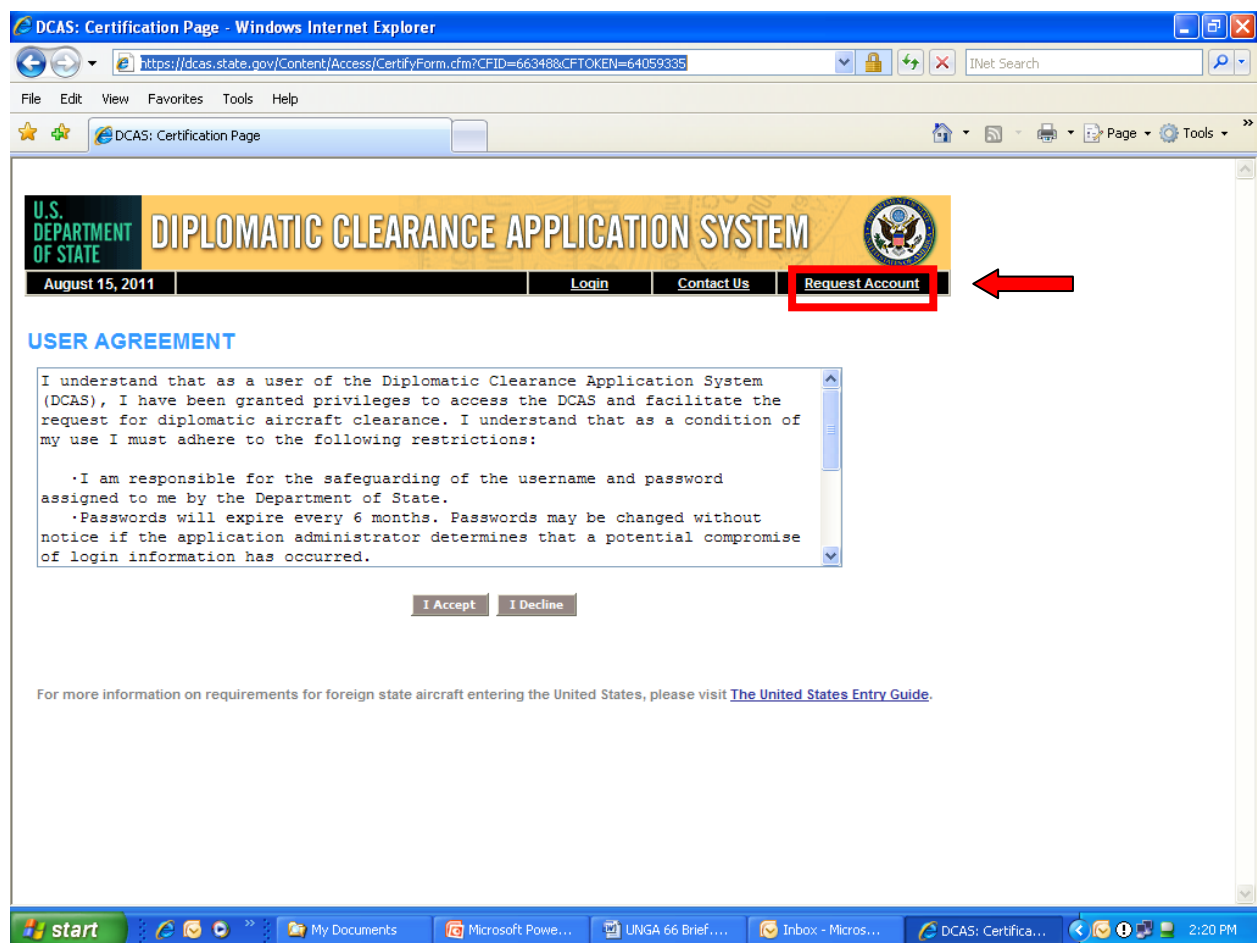
*Where to get additional information?*



<http://useg.org/useg.html>

## ***“Overflight and Landing Clearances”***

To obtain a Diplomatic Clearance Application System (DCAS) account, click on the “Request Account” link located in the upper right-hand corner (just below the Department of State seal), and fill in all required information. Once complete, the information must be submitted to the DCAS Administrator for review/approval.



<https://dcas.state.gov>

## **REQUEST FOR DIPLOMATIC AIRCRAFT CLEARANCE**

For non-DCAS users, submit the following information to:

PM/ISO, ATTN.: Diplomatic Aircraft Clearance Section

Email: [Betheard@state.gov](mailto:Betheard@state.gov) Voice (202) 736-7158 FAX # (202) 647-4055

1. COUNTRY \_\_\_\_\_
2. AIRCRAFT\*(MAKE/MODEL) \_\_\_\_\_
3. CALL SIGN \_\_\_\_\_
4. AIRCRAFT TAIL# \_\_\_\_\_
5. 1<sup>ST</sup> PARKING AIRPORT \_\_\_\_\_
6. DATE OF ARRIVAL IN US \_\_\_\_\_ TIME \_\_\_\_\_
7. DATE OF DEPARTURE FROM US \_\_\_\_\_ TIME \_\_\_\_\_
8. PILOT'S NAME \_\_\_\_\_ NUMBER OF CREW \_\_\_\_\_
- WEAPONS (TYPE, SERIAL #'S) \_\_\_\_\_ NUMBER OF PASSENGERS \_\_\_\_\_
- WEAPONS (TYPE, SERIAL #'S) \_\_\_\_\_
9. TYPE OF CARGO (IF HAZMAT CLASSIFICATION TYPE) \_\_\_\_\_
10. PURPOSE OF FLIGHT: \_\_\_\_\_
11. FOR VIP, NAME OF PERSON/POSITION: \_\_\_\_\_
12. EN ROUTE DATA: \_\_\_\_\_

<u>PLACE/AIRPORT/ICAO</u>	<u>ARRIVAL DATE</u>	<u>ETA</u>	<u>DEPARTURE DATE</u>	<u>ETD</u>

13. EMBASSY CONTACT: Primary \_\_\_\_\_ Alternate Contact \_\_\_\_\_
- 13A. TELEPHONE \_\_\_\_\_ Alternate Telephone \_\_\_\_\_
- 13B. FAX \_\_\_\_\_ Alternate Fax \_\_\_\_\_
- 13C. E-MAIL \_\_\_\_\_ Alternate E-mail \_\_\_\_\_

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Department of State USE ONLY

ENTRY # \_\_\_\_\_ DCN# \_\_\_\_\_ APPROVED: YES/NO  
DATE REQUEST RECEIVED \_\_\_\_\_ VIOLATION: YES/NO  
ALAN \_\_\_\_\_ COMMENTS \_\_\_\_\_

# **“John F. Kennedy and Newark Liberty International Airports”**

## **Motorcade and Parking**

# **Port Authority of NY & NJ Police - John F. Kennedy International and Newark International Airports**

## **Introduction**

The United Nations 66<sup>th</sup> General Assembly is fast approaching. We are privileged to join together in celebration of this historical occasion, and as one of the gateway airports, we look forward to working with you on coordinating the visits of your dignitary to the New York Area.

In this upcoming month, we will be working with you to ensure the most successful visit of your dignitary. This year will bring changes that will effect operations at John F. Kennedy Airport such as; reduced number of parking locations for special/private flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York. To meet this challenge, vast amounts of resources will be committed to making the arrival or departure run smoothly. Therefore, we have prepared this document to assist you in providing the information you may need, as well as to answer any questions you may have.

Finally, as we expect many dignitaries to arrive to and depart from JFK Airport at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Thank you in advance for your cooperation.

## **Aircraft**

Commercial Flights - this information is similar for arrivals and departures:

- Greeters please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at JFK Airport, arrangements for greeting will be made in accordance with federal and airport requirements. For commercial flights there is a strict limit of two (2) greeters in the federal inspection area as per the Customs and Border Protection regulations.
- For motorcade details please refer to that section of this document.
- Please advise the responsible airline directly for any special requirements you may have.

Special Flights - this information is similar for arrivals and departures:

- Certain types of aircraft are prohibited from landing due to their size and noise control regulations. Also, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft and it may be required to be towed into or out of the arrival or departure site.

- Because of the high volume of aircraft traffic and reduction of aircraft parking locations, there is a change in aircraft ground time, JFK Airport is requiring all foreign military and state aircraft to **depart within two (2) hours of arrival** and relocate to another location. Overnight parking of aircraft at John F. Kennedy International Airport is strictly prohibited.
- Indicate whether or not you would like a Port Authority Operations car (a ‘follow me’ vehicle) to escort the aircraft from the taxiway to the parking site.
- Be sure to that you select a ground handling company to service the aircraft during the time it is on the ground. The ground handlers will service the air conditioning equipment, and provide stairs, baggage carts, and other specialized equipment as necessary. If requested, they will also assist with fueling requirements, cleaning, baggage handling, and catering. A good avenue to use to select the service company may be by contacting your national airline or another airline based at John f. Kennedy International Airport.

### **Motorcades**

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at the JFK Long Term Parking lot on Lefferts Blvd. **This is a change from our previous location.** Please refer to the directions supplement (PAPD supplement #1) of this document.

Once a car is put into position in the motorcade, it must stay in that place with the driver. **Also, for special flights and rampside movements on commercial flights, no car will move onto the ramp without a Port Authority Police lead vehicle.** We are **limiting the number of vehicles in the motorcade to ten (10) vehicles; *this includes the principles limousine and security vehicles.*** We are also **limiting the number of motorcades to a private/special flight to two (2) per aircraft.** This may be accomplished by using vans or buses for large delegations. When the motorcade has been formed, they will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.

Please note that ramp side arrivals and departures for commercial flights are restricted; requests for such will be reviewed individually. For these type movements, a limited number of vehicles from the motorcade will be escorted onto the ramp, the remaining vehicles will wait at another designated location.

For departures from John F. Kennedy Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle, and escorted to the appropriate terminal or ramp.

### **Transportation Security Administration (TSA) Screening**

Per TSA policy, all members of the delegation, except for the principal and a very limited number of other persons receiving US Secret Service or US Department of State Diplomatic Security protection, must pass through the screening process prior to departure.

### **Airport Parking at John F. Kennedy International Airport**

Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking. Due to the many expected motorcades at the airport terminals during the UNGA, we request that if your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your person, diplomatic exempt parking fees are available. Please see supplement #2 for further details.

### **Contact Information**

Port Authority of NY & NJ Police John F. Kennedy International Airport  
VIP Sergeant at Police Bldg. 269  
718-244-4305 or 718-244-3813  
Sgt. William Delgado - [wdelgado@panynj.gov](mailto:wdelgado@panynj.gov)

Port Authority of NY & NJ Operations John F. Kennedy International Airport  
Special Aeronautical Services at Building 145  
718-244-3797  
Orlando Negron - [onegtron@panynj.gov](mailto:onegtron@panynj.gov)

Port Authority of NY & NJ Operations Newark Liberty International Airport  
Executive Officer  
973-961-6798  
Lt. Kevin C. Murphy - [kcmurphy@panynj.gov](mailto:kcmurphy@panynj.gov)

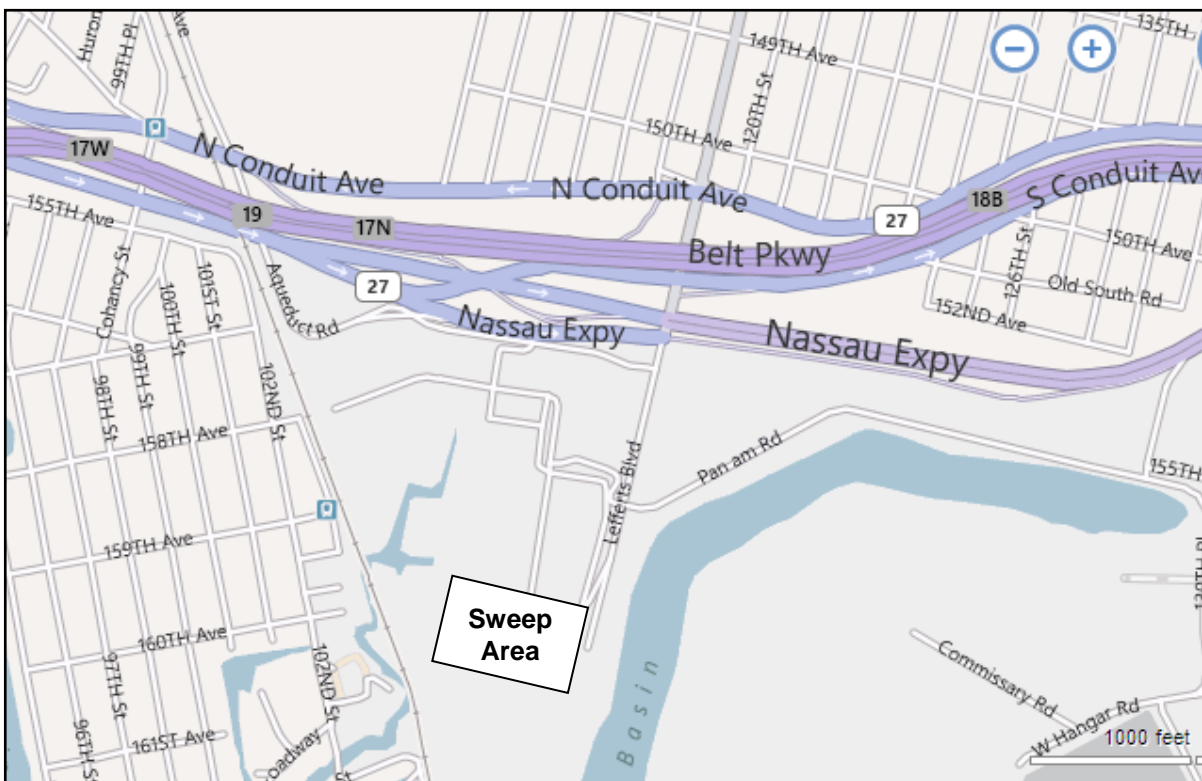
## DIRECTIONS TO MOTORCADE FORMATION AT JFK AIRPORT LONG TERM PARKING ON LEFFERTS BLVD

### From Brooklyn on the Belt Parkway

1. Take Belt Pkwy East toward Kennedy Airport
2. At exit 19, take ramp right for Nassau Expressway toward Lefferts Blvd / Long Term Parking lot
3. Turn right onto Lefferts Blvd
4. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side.

### From the southbound Van Wyck Expressway (I-678)

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport
2. At exit 1W, take ramp right toward Belt Pkwy West / Verrazano Br
3. Keep straight onto RT-27 West / N Conduit Ave
4. Take ramp left for Belt Pkwy West toward Verrazano Br
5. At exit 18B, take ramp right for RT-27 West / N Conduit Ave toward Aqueduct Racetrack/ Lefferts Blvd / JFK Long Term Parking lot
6. Turn left onto Lefferts Blvd
7. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side







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## **John F. Kennedy International Airport Exempt Parking Information**

In order to conform to the Transportation Security Administrations security regulations and to facilitate the movement of the diplomatic community through John F. Kennedy International Airport, it now provided that diplomatic vehicles be exempt from parking fees at Terminal parking lots provided that;

- The vehicle bears US Department of State Diplomat license plates,
- **and**
- It is for a period less than 24 hours.

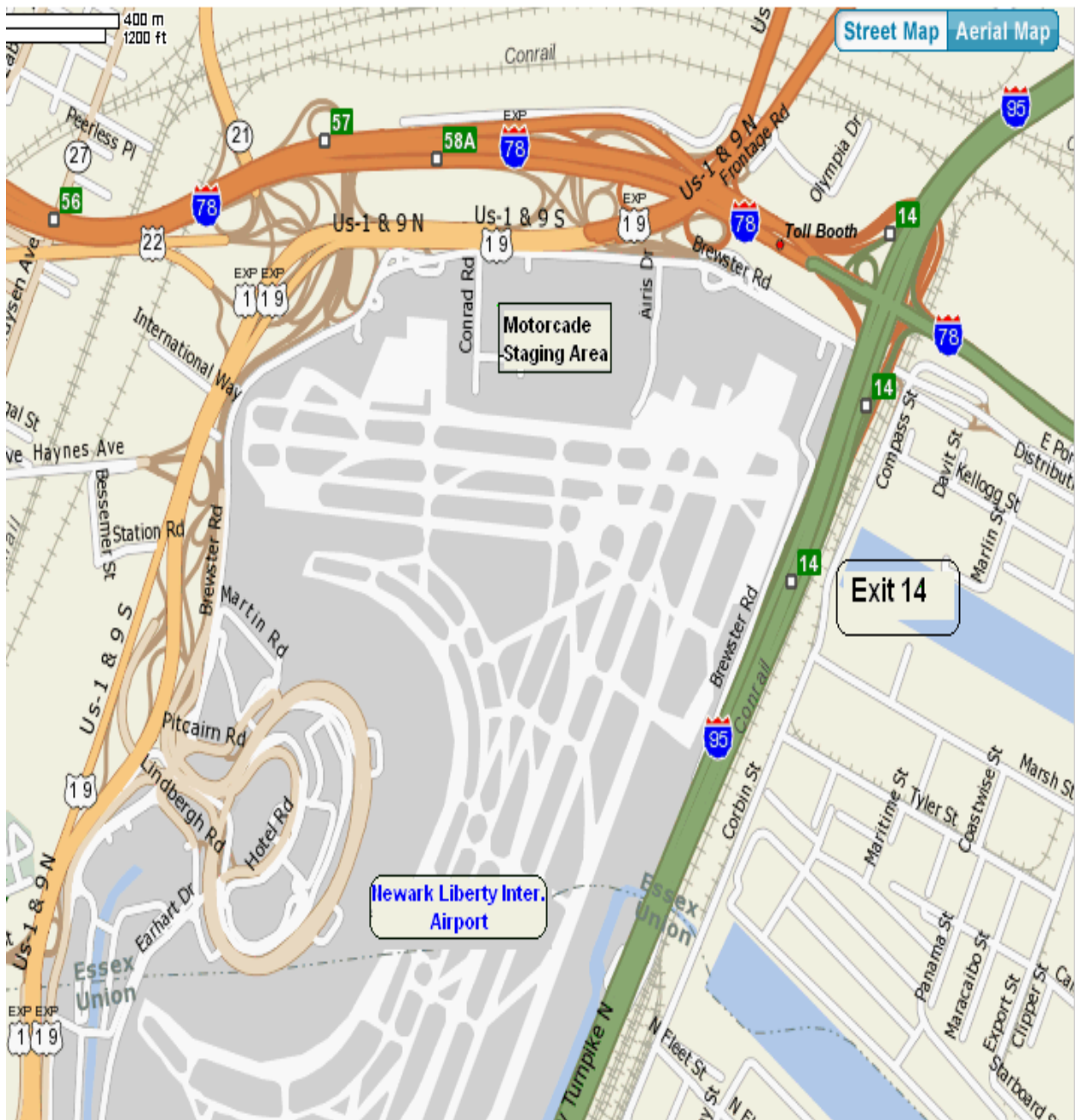
It will no longer be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

Parking lot attendants have been advised of the policy change and if problems arise, the vehicle operator should have the attendant contact the Port Authority parking supervisor to resolve the issue.

**\*\*Please note that this procedure does not apply to dignitaries under US Government protection.**

## “Newark Liberty International Airport”

Motorcade staging area is at Building 1 off Conrad Road.  
Departing motorcades are met by PAPD at Exit 14 of the New Jersey Turnpike.



# “U.S. Mission Web-Site”



**www.usun.state.gov**

United States Mission to the United Nations - Windows Internet Explorer

http://www.usun.state.gov/

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United States Mission to the United Nations

TUE, AUGUST 09  
On the Ground in the Horn of Africa  
are in urgent need of humanitarian aid, including food, water and medical care

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Join the USUN contact list  
whitehouse.gov  
state.gov

& DEMOCRACY  
UN REFORM

**the BRIEFING ROOM**  
Statements  
Photo Gallery  
Videos  
Social Media

**the LEADERSHIP**  
Ambassador Susan E. Rice  
Ambassador Rosemary A. DiCarlo  
Ambassador Jeffrey DeLaurentis  
Ambassador Rick Barton  
Ambassador Joseph M. Torsella

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Nonproliferation & Disarmament  
Poverty & Development  
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UN Reform

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## Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies for; "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This airport assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A high-ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive or administrative department or agency of that government."

### COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at major U.S. airports. If authorized, a special lane moves "high-ranking" dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). This "Courtesies of The Port" form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

[Courtesies Of The Port Request Form](#) ←

### ESCORT SCREENING COURTESIES

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department escort officer at major U.S. airports. Available only to "Ministerial or Cabinet" rank officials (2), the courtesy does not circumvent the security process but provides for a special lane to move dignitaries through the security process without waiting in the general security line. This "Escort Screening Courtesies" form must be submitted at least three (3) business days prior to the scheduled departure date of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilitated by the accompanying detail; so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft cannot be afforded "Escort Screening Courtesies". For assistance contact: 212-415-4037

[Escort Screening Courtesies Request Form](#) ←

### OVERFLIGHT AND LANDING CLEARANCES

This airport courtesy provides for authorization to enter and/or overfly U.S. air space and to land at U.S. airports for dignitaries that are arriving by "diplomatic (special) aircraft" (3). All such aircraft must request Overflight and Landing Clearance prior to entering U.S. airspace. This "Overflight and Landing Clearance" form must be submitted at least two (2) business days prior to entering U.S. airspace. This courtesy is specifically arranged through the U.S. State Department in Washington, D.C. For assistance contact: 202-736-7158.

[Overflight and Landing Clearance Request Form](#) ←

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1. Head of State, \* Head of Government, \* Cabinet Officers,\* Deputy Cabinet Officers,\* Members of Parliament, Governors and Mayors, Chiefs of Mission , High-Ranking Military Officers, Immediate Members of Royal Families and High-Ranking Officials as designated by Chief of Protocol.  
\*(and their traveling parties)
2. Ministerial or Cabinet rank is defined as a senior-most officer of state appointed to head an executive or administrative department or agency of government.
3. A Diplomatic "special" Aircraft is defined as a military, government or state owned aircraft or aircraft chartered by a foreign country or organization to carry a government official or dignitary.



Airport Courtesies - Windows Internet Explorer

http://usun.state.gov/about/host\_aff/c32161.htm

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Airport Courtesies

### INSTRUCTIONS FOR COMPLETING REQUEST FORMS

- Click on the appropriate Airport Courtesy required: "Courtesies of the Port," "Escort Screening Courtesies" or "OverFlight and Landing Clearance" links above.
- Fill out the appropriate form ensuring that all information is accurate and complete.
- For "Courtesies of the Port", save the form as a "Word Doc" (yourcountry.doc) and e-mailed as an attachment to: **usunairportarrivals@state.gov**
- For "Escort Screening Courtesies", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: **airportescorts@state.gov**
- For "OverFlight and Landing Clearances", save the form as a "Word Doc" (yourcountry.doc) and e-mail as an attachment to: **betheard@state.gov** or print a copy and fax to: 202-647-4055 (For non-DCAS account holders)

If your return e-mail does not automatically open upon "clicking" on the above link, copy the address line, open a new e-mail, paste the address line into the e-mail and send the completed form as an attachment.

Please ensure that all the requested information on the forms is complete and accurate. Incomplete or inaccurate information will delay the processing of your request.

"Courtesies of the Port" and "Escort Screening Courtesies" forms should be e-mailed to the U.S. Mission at their respective e-mail addresses, Monday thru Thursday from 9:00 AM to 4:00 PM and Fridays from 9:00 AM to 3:00 PM. "Overflight and Landing Clearances" forms should be **e-mailed or faxed** (For non-DCAS account holders) Monday thru Friday from 9:00 AM to 4:00 PM.

To submit any of the three Airport Courtesy request forms on a weekend, holiday or after hours, contact the "Protocol Duty Officer" through the U.S. Department of State (Operations Center) at: 202-647-1512.

### CONTACT INFORMATION

For arrival "Courtesies of the Port" assistance. Call: 212-415-4407

For departure "Escort Screening Courtesies" assistance. Call: 212-415-4037

For aircraft "Overflight and Landing Clearances" assistance. Call: 202-736-7158

### BRIEFING BOOK

Please "click" on the link below to download a copy of the **"Airport Courtesies"** Briefing Book. This document covers all aspects of "Airport Courtesies" to include applying for "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Clearances" for diplomatic (special) aircraft arriving in the United States.

["Airport Courtesies" Briefing Book](#)

